



## TEA BOARD

14, Biplabi Trailokya Maharaj Sarani  
Kolkata – 700001


Dated: 13/01/2016

### OFFICE MEMORANDUM NO: 13/2016

The undersigned is directed to state that the Government of India has approved the proposal of Tea Board and notified the Tea Board (Recruitment, Promotion and conditions of services of officers and Staff) By-Law, 2015 on 2<sup>nd</sup> November, 2015 vide Notification No.373. As per the said notification, the nomenclature of following officers has been changed as under:

<u>Sl. No.</u>	<u>Name of existing post</u>	<u>New nomenclature</u>
1.	Supply Officer	Planning Officer
2.	Security Officer	Estate Officer
3.	Sr. Executive Officer	Secretary to Chairman

This O.M. has been issued in partial modification of earlier Office Memorandum No.183/2011 dt.18.11.2011 in this regard.

  
(A. Rajan)  
Secretary I/c.

#### Distribution

1. All Departmental Heads in the Board's H.O., Kolkata (excepting Chairman/Dy. Chairman/Secretary)
2. In-Charges/Officers of all Regional & Sub-Regional Offices of the Board
3. Executive Directors (Coonoor & Guwahati)
4. All Officers in the aforesaid cadres
5. Secretariat Branch
6. Security Officer - For display on the **NOTICE BOARD**
7. System Analyst----- | With the request to upload in the Board's Website.
8. Dy. Director (Hindi)
9. T.B.O.A./T.B.E.A./T.B.W.A.
10. P. As. to Chairman, Dy. Chairman & Secretary
11. Establishment Branch ( with spare copies)

Ref. File No. 23(14)/Estt./2011  
(Hindi version follows)